

## VINCHIN NORSAVANH

### EDUCATION

Waukesha County Technical College, Waukesha, WI

GED

### PROFESSIONAL EXPERIENCE

- Speedy Metals, New Berlin, WI January 2023 – April 2024
- OT Shipper
  - Use a forklift and/or powered pallet jack to pick up skids of metal from saw operator
  - Check paperwork for special requests on orders
  - Make sure the pieces are measured up correctly and the right grade of metal
  - Debur parts and wipe off grease, per customer request.
  - Make sure the order is complete
  - Shrink wrap the skid or use metal bands and band the parts onto the skid
  - Metal band or poly band orders
  - Write shipping information on the pieces and put it on a cart for a forklift to pick up
  - Write down the destination, work order number and the part order number on the tape
  - Drop off the skid to designated location in the warehouse
- Brake Press Operator
  - Learn different grades of material and where to find them in the facility
  - Learn the size gauge of the saw to cut different sizes of material
  - Learn where each order is placed for pick up
  - Gather work order and separate them from due date
  - Grab material and feed it into the cutting machine
  - Use a measuring tape to ensure the material is measured exact or 1/16 over the customer's request, prior to cutting the material
  - Correctly fill out the order sheet and put material in designated area for pick up
  - Pick up the drops from the backend of the machine and scrap it
- Shipping and Receiving Clerk
  - Prepare orders for shipping and/or pick up
  - Document and process each order
  - Make phone calls to customers for pickup orders
  - Collect money and signatures from customers upon order pick up
  - Load and unload trucks
  - Metal band or poly band orders
- Life Line Systems, Milwaukee, WI January 2022 – December 2022

- Delivery Driver
  - Check in at the pharmacy and scan prescriptions for count
  - Download routes and make deliveries
  - Return to the pharmacy and complete delivery
  - Any undelivered prescription must be returned and accounted for
  
- Mekong Café, Milwaukee, WI October 2017 – January 2020
- Deliver Driver/Food Prep
  - Manage multiple orders, delivery locations, and customers at the same time
  - Deliver orders within an optimal period of time, ensuring freshness of food and respect for customer preferences
  - Safely operate a vehicle in all types of weather conditions
  - Navigate local streets and highways efficiently using GPS
  - Communicate clearly with customers and food service employees, demonstrating an eagerness to work through any issues or points of confusion
  - Verify orders before each delivery and maintain a detailed, comprehensive delivery log
  
- TKO Dock Doors, Sussex, WI April 2014 – September 2017
- Assembler
  - Assemble dock doors using various hand tools
  - Perform quality inspections according to work instructions
  - Document each panel of the door
  - Stack the panels onto a skid